

*GUIDANCE: This template can be used to create meeting minutes.  
To use, remove this guidance and the information above it. Remove the guidance information contained in boxes below. Insert appropriate information in the title lines, attendee list, and action item log location (noted in blue). Replace all other information in the Agenda, Attendee, Discussion, Decision, Action item, and Other Business topics with meeting information.*

***MEETING TITLE*** Meeting Minutes  
***Project or Team Name***  
***Date, Time, and Location***

**Agenda:**

*Guidance: Prepare the agenda prior to the meeting and send it to all invitees. Include an indication of any suggested meeting preparation and a list of anything attendees are expected to bring to the meeting. List the Agenda items for the meeting under the Agenda heading. Indicate the length of time allocated to each item if you need to time-box the discussions.*

BSR Overview Section (PDL) (10 minutes)  
BSR Development Section (DTL) (10 minutes)  
BSR Test Section (TTL) (10 minutes)  
BSR Wrap-up Section (PDL) (5 minutes)  
Action Item Review (10 minutes)  
Other business (as required)

Items to read prior to the meeting: None

Items to bring to the meeting: Action Item status for all current action items

**Attendees:**

*Guidance: List invitees with their roles in the table. Identify which are required for the meeting by placing an "X" in the "Required" column. Include blank rows at the bottom of the list for other attendees. Have attendees sign in or mark those present using the table. Use the list to determine if any required attendees (or their representatives) are not present. If a required attendee is not represented, reschedule the meeting or make arrangements to ensure that all necessary information is provided.*

Name	Role/Responsibility	Required	Present
Paula Abdul	Branch Head	X	X
Marvin Gaye	Product Development Lead (PDL )	X	X
Billy Joel	Development Team Lead (DTL)	X	X
Harry Commack, Jr.	Development Team Member	X	X
Sheryl Crow	Test Team Lead (TTL)	X	X
Kelly Clarkson	Test Team Member		X
Roberta Flack	Associate Branch Head		
Kenny Loggins	Associate Branch Head		X
Jackson Browne	Process Engineer		
John Mellencamp	Data Librarian		
Carly Simon	SW Quality Engineer		X

**Discussion**

*Guidance: Provide an overview of the discussions that took place in the meeting. Organize this overview by agenda item. Include general discussion topics, process topics, process comments, and any issues that were raised. Note where if actions were assigned, but describe the actions in the Action Item section.*

All sections of the BSR Package were presented and reviewed per the agenda. Two new action items were assigned as noted in the Action Item Review Section

## Decisions:

*Guidance: Describe any decisions made during the meeting and provide the rationale for each decision.*

During the meeting it was decided that the two staffing slides in the BSR template would be condensed into one since the same information was conveyed in two different formats.

## Action Item Review:

*Guidance: Describe any action items discussion that took place in the meeting; e.g., discussion and closure of existing action items or assignment of new action items.*

All 16 existing action items were reviewed.

There were 8 action items closed: #71, 68, 67, 66, 58, 48, 44, 35.

There were 2 new action items were assigned during the meeting:

#	Assignee	Action	Priority	Due Date
74		<u>Issue:</u> Kelly Clarkson could be much more useful to the test team if she could access the test tool via VPN from offsite. <u>Action:</u> look into getting a VPN account and software for Janet.	2	10/13/06
75		<u>Issue:</u> Test Team Progress Tracking charts (p20, 21): (1) baseline should track reductions or additions to total points, (2) data table at bottom of chart doesn't show anything useful. <u>Action:</u> update baseline, delete data table (but add legend to identify lines) - see p12 in this package for example.	2	10/13/03

The action item log may be found at [<provide the location of the action log>](#) for current status and action details.

## Other Business:

*Guidance: Identify any additional items that were addressed during the meeting that were not on the agenda.*

It was announced that a special training class will be held on the new CM Tool next week. Those who will use the tool should be told to attend.